



# Senior Office Specialist - Operations

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 504  
Supervisory: No  
Reports to: Varies by assignment

### Summary

Under general guidance and direction of the assigned supervisor, performs clerical and secretarial duties as needed to expedite day-to-day record keeping and civil processing functions and provides support to various programs and/or divisions of the Sheriff's Office. Incumbents in this position are capable of training and leading others.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Records

1. Receive and process background checks for government agencies, the public, individual corporations, and various law enforcement agencies; record background checks.
2. Process subpoenas and other requests for information; research request to determine appropriate course of action and to provide necessary information; obtain County Attorney approval as needed.
3. Provide detailed and technically complex GRAMA information to customers and prepare related reports; obtain County Attorney approval as needed; collect fees and issue receipts; prepare monthly deposit of collection fees.
4. Establish and maintain enforcement files and records related to patrol, investigations, and sex crimes.
5. Monitor completion of court ordered actions.
6. Scan hard copy reports to create electronic records; ensure accuracy in scanning and indexing.
7. Type letters, statements, narrative and statistical reports, minutes, agendas, and other documents, as needed.

### Emergency Services

1. Assist with application preparation and administration of grants submitted to the State of Utah according to strict FEMA guidelines required for reimbursement; submit documentation

### For Office Use Only

Job Code: 6482  
Job Title: Senior Office Specialist - Operations  
FLSA: Non-Exempt  
Effective Date: 11/10/2020  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: Civilian  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

quarterly for reimbursement of operational costs including wages, per diem, mileage, training, supplies, and equipment; maintain files for auditing purposes.

2. Coordinate office procedures and practices.
3. Provide secretarial support for emergency services, wildland fire services, dispatch, and volunteer programs; enter and track purchase orders; type, file, copy, and create forms; assist with creation and maintenance of training manuals.
4. Maintain and record Search and Rescue incidents for statistical purposes and grant reimbursement.

### **Warrants/Civil Process**

1. Assist with the processing of reports and citations as needed; prepare misdemeanor and felony arrest forms and determine the appropriate office to forward information needed for prosecution of case; enter criminal and felony warrant information into County Spillman system or National Crime Information Center (NCIC) daily.
2. May provide extradition information and report to law enforcement agencies, the public, and others as requested; coordinate and submit appropriate paperwork for Governor's Warrants with the state extradition office.
3. Receive and review all civil process documents for compliance with applicable laws and codes including civil bench warrants through private attorneys and state agencies; maintain document control and tracking.
4. Receive, sort, and distribute criminal and civil subpoenas for service.
5. Process served Ex Parte Protective Orders, Protective Orders, and Stalking Injunctions.
6. Coordinate Sheriff's Sale process and prepare related documents.
7. Assist the public by phone or in person.
8. Calculate and/or receive fees, record information, and monitor accounts.
9. Prepare and ensure accuracy of financial reports.

### **Knowledge, Skills, and Abilities**

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of the Sheriff's Office policies and procedures
- Knowledge of GRAMA regulations and other laws, codes, or regulations relevant to work performed
- Knowledge of legal processes associated with the maintenance of public records and documents
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Skilled in using various software programs unique to law enforcement
- Skilled in basic bookkeeping

### **For Office Use Only**

Job Code: 6482

Job Title: Senior Office Specialist - Operations

FLSA: Non-Exempt

Effective Date: 11/10/2020

Public Safety: No

Worker's Compensation: Clerical

Background Level: Civilian

Safety Sensitive: No

DOT: No

ML: Individual Contributor

- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to understand broad objectives and follow general work instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to train and lead others
- Ability to type accurately and at an acceptable rate, based on job duties

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is performed in an environmentally controlled area in the partially environmentally controlled Utah County Security Center or other office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work occasionally exposes the incumbent to high-stress situations including contact with the public and others in uncomfortable, confrontational, and emotionally charged circumstances.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **For Office Use Only**

Job Code: 6482  
 Job Title: Senior Office Specialist - Operations  
 FLSA: Non-Exempt  
 Effective Date: 11/10/2020  
 Public Safety: No

Worker's Compensation: Clerical  
 Background Level: Civilian  
 Safety Sensitive: No  
 DOT: No  
 ML: Individual Contributor

**Required Education and Experience**

1. High school diploma or equivalent.
2. Five (5) years of general clerical support work experience, of which two (2) years are directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Incumbents assigned to Records or Warrants/Civil Process must *obtain* Bureau of Criminal Identification (BCI) certification through the State of Utah during the probationary period for new hires or during the trial period for promoted County employees and maintain certification thereafter. County employees being reassigned or transferred to the Records or Warrants/Civil Process function must possess BCI certification upon reassignment or transfer.
4. Incumbents assigned to Warrants/Civil Process must be bondable and must obtain State of Utah Certificate of Authority of Notary Public within first three (3) months in position.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**For Office Use Only**

Job Code: 6482  
Job Title: Senior Office Specialist - Operations  
FLSA: Non-Exempt  
Effective Date: 11/10/2020  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: Civilian  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

**Below is to be completed after an offer has been extended and accepted.**

Signatures

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

For Office Use Only

Job Code: 6482

Job Title: Senior Office Specialist - Operations

FLSA: Non-Exempt

Effective Date: 11/10/2020

Public Safety: No

Worker's Compensation: Clerical

Background Level: Civilian

Safety Sensitive: No

DOT: No

ML: Individual Contributor